



Book	Policy Manual
Section	First Reading by Board
Title	DISPOSITION OF PERSONAL PROPERTY
Code	po7310
Status	First Reading
Adopted	May 25, 2016
Last Revised	December 2, 2021

7310 - **DISPOSITION OF PERSONAL PROPERTY**

The Board requires the Superintendent to review the personal property of the District periodically and to dispose of that material and equipment which is no longer usable in accordance with the terms of this policy.

The disposition of real property is governed by Policy 7300 - Disposition of Real Property.

"Personal property" means property other than real property. It may be tangible, having physical existence, such as vehicles, equipment, or instructional materials or intangible, such as intellectual property.

"Real property" means land, including land improvements, structures, and appurtenances thereto, but excludes moveable machinery and equipment.

A. Instructional Material

The District shall review instructional materials (i.e., textbooks, library books, manuals, support materials, etc.) periodically to determine the relevance of such materials to the present world and current instructional programs. The following criteria will be used to review instructional materials for redistribution and possible disposal:

1. concepts or content that do not support the current goals of the curriculum;
2. information that may not be current, or
3. worn beyond salvage.

B. Equipment

For purposes of this policy, equipment shall mean tangible personal property (including information technology systems), a unit of furniture or furnishings, an instrument, a machine, an apparatus, or a set of articles which retains its shape and appearance with use, is nonexpendable, having a useful life of more than one (1) year, and a per-unit cost that equals or exceeds \$5,000 () to replace (X) as a single unit [END OF OPTIONS] and does not lose its identity when incorporated into a more complex unit.

The District shall inspect ~~any and all District~~ the equipment **used in the educational program** and ~~other equipment owned by the District~~ periodically to determine the condition and usability of such equipment **in the current educational program**. Should the equipment be deemed no longer serviceable or usable, the following criteria will be used to determine possible disposal:

1. repair parts for the equipment no longer readily available;

